Sri Venkateswara College

# Benito Juarez Road, Dhaula Kuan

# New Delhi-110021

Purchase Requisition – (Equipment: Non-Consumables)

Requisition No.: ……………

Budget Head: ……………………………………………………………………..

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Item Description (with Guaranteed Technical Particulars, GTP)** | **Existing Stock** | **Qty Req.** | **Unit Price** | **Amount** |
| 1. | Please specify the lab where the apparatus is required: |  |  |  |  |
| 2. | Please specify the lab where the apparatus is required: |  |  |  |  |
| **Total Amount Rs.** | | | | |  |

Advance Required, if any, `:

Requisition by: Forwarded by:

Signature Signature

Advance Amount Sanctioned (`):

Local Purchase Committee (if required): 1.

2.

3.

office use only

A.O.

Bursar

Principal